

TOTEM ASSOCIATION OF EDUCATIONAL SUPPORT PERSONNEL,
APEA/AFT (AFL-CIO)

CATASTROPHIC LEAVE PROCEDURES

I. PURPOSE

- A. The purpose of Catastrophic Leave is to provide paid leave for TOTEM employees who are faced with a major catastrophic or extreme hardship to themselves or their immediate family and who are unable to work.
- B. Catastrophic Leave is solely dependent upon donations of personal leave from active TOTEM employees.
 - 1. Donors must have at least one week's leave remaining after the donation is deducted as per TOTEM's Collective Bargaining Agreement., Section 406.3.
 - 2. All donated leave becomes the "property" of the recipient regardless of whether or not it is in excess of the amount required (i.e. no donation may be reversed).

II. ELIGIBILITY

- A. Employees must have a minimum of five (5) consecutive days of absence before they are eligible to request Catastrophic Leave.
- B. Catastrophic Leave can only be requested during the time a TOTEM employee is on active pay status with the District.
- C. Hours can be used only for employee's regularly scheduled workdays.
- D. Vacation ("V") days which are not scheduled workdays will not be considered.
- E. Employees must be past the 90 day probationary period before requesting Catastrophic Leave.
- F. Requests for Catastrophic Leave can be made only after the employee has exhausted all available leave, including personal, Sick Leave Bank, accrued comp or flex time.
- G. TOTEM employees covered under Worker's Compensation will not be eligible for Catastrophic Leave.

III. PROCEDURES

- A. Catastrophic Leave requests accompanied by required verification should be sent directly to the TOTEM office at 3310 Arctic Blvd., Suite 200, Anchorage, AK 99503
- B. All requests for Catastrophic Leave due to medical emergencies must be accompanied by a physician's/psychiatrist's verification of a serious or emotional debilitating illness including the period of time the employee will be unable to report to work.
- C. Donations must be made on ASD Leave Request Form, #101 and must include:

- a. Name of recipient in the “reason/justification” section.
 - b. Amount of time donated in hours.
- D. The original form must be mailed or delivered to the TOTEM office.
- E. The TOTEM President will review all requests and authorize notification to employees.
- F. TOTEM will submit the leave donations to Payroll for processing.
- G. Catastrophic Leave will be applied retroactively to the recipient for the specific time period designated on the application.
- H. Only one (1) donation request per individual will be sent out to employees in a twelve (12) month period.
- I. Names of donors will not be provided to the recipient. Upon request from the recipient, TOTEM will send an e-mail “thank you” to donors.